

JAMIE MAGEE, CHAIRPERSON
LINDA FORTE
ANTIONETTE JOHNSON
CATHY PARKER
SCOTT PHILLIPS



LINDA ROGERS
LARRY SAVAGE
FRANCINE SHOCKLEY
FRAN SMITH
HELEN SMITH

Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County

Conference Planning Subcommittee Meeting

April 15, 2019

A meeting of the Conference Planning Subcommittee of the Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County was held on Monday, April 15, 2019, at the Sussex County Administrative Offices West Complex, 22215 North DuPont Boulevard, Georgetown, Delaware. The following Subcommittee members were present:

**Will Childers
Linda Forte
Antionette Johnson**

**Scott Phillips (Alternate)
Larry Savage
Helen Smith**

Call to Order

Antionette Johnson, Subcommittee Vice Chair, called the meeting to order at 10:03 a.m.

Approval of Agenda

A Motion was made by Helen Smith, seconded by Larry Savage, to approve the Agenda as posted. Motion Adopted by Voice Vote.

Approval of Minutes

A Motion was made by Scott Phillips, seconded by Linda Forte, to approve the minutes of March 18, 2019, as distributed. Motion Adopted by Voice Vote.

Subcommittee Vacancy

Due to the resignation of Liz Jiron last month, one vacancy has been created on the Conference Planning Subcommittee. A Motion was made by Antionette Johnson to nominate Barbie McDaniel to fill the vacancy, seconded by Scott Phillips. There were no other nominations from the floor. Motion Adopted by Voice Vote.



Planning for Conference

- **Antionette Johnson reported that Jamie Magee has advised she will not be cleared by her doctor to return to work in time for the conference.**
- **Barbie McDaniel stated that Amber Woodland emailed each of the Subcommittee members advising that she could not attend the meeting, but wanted to know if she could help with anything. Antionette Johnson said she had planned on asking Ms. Woodland to facilitate the entire conference, if it would not interfere with her duties as moderator for the morning panel. Ms. McDaniel emailed Ms. Woodland, and she promptly replied that she could do both.**
- **Del One Bags – Helen Smith advised that she picked up the 150 bags that Del One donated for the conference. The bags are neon green instead of blue as in previous years. Since additional bags will probably not be available, it was agreed that Committee members and vendors will receive the folders of information, but no bags or pamphlets. It was noted that there are also a few of the LIVE Conference bags available for use in a pinch.**
- **Reports**
 - **Folders – Helen Smith spoke with Linda Rogers who should return from sick leave in early May and be able to help with putting the folders together. Linda Forte volunteered to help as well, if she is available at the specified time.**

Antionette Johnson will check with Susan Webb in the County Administration office to see if Council Chambers is available on May 2nd to put the folders together and stuff the bags.

Barbie McDaniel offered pens to put in each bag. She will drop them off to Susan Webb on or before May 1st.

Linda Forte volunteered to donate paper clips to attach the meal ticket to the inside of the folder.

- **Vendors – Will Childers requested clarification regarding the three State agencies that are coming to the conference, how many tables they should be allotted, and if Volunteer Delaware 50+ is separate or included as one of the three. Helen Smith advised that the three State agencies sharing a space are the Division of Services for Aging & Adults with Physical Disabilities (DSAAPD), Aging and Disability Resource Center, and Senior Medicare Patrol. It was discussed and voted on at the last meeting to give the three State agencies one eight-foot table to share. However, in talking to Jamie Magee, she felt that the State should have at least two tables since they are providing \$500.00 toward the**

conference. Allowing one or two tables was discussed, and it was decided that the State should be allotted two tables. Volunteer Delaware 50+ will pay for and have their own table, separate from the three State-designated tables.

Mr. Childers reviewed the list of vendors and stated he will send an email to those who have not paid asking them to please pay by April 23rd. He will also advise all vendors that if they wish to have one pamphlet regarding their agency/business included in the bags given to each of the conference registrants, those pamphlets can be dropped off or mailed to Susan Webb at the County Administrative Offices building, 2 The Circle, in Georgetown.

Mr. Childers inquired as to the number of six-foot tables available at Crossroad Church. If there are a couple of extra vendors, they could be squeezed in by using a few six-foot tables instead of all eight-foot tables. Mr. Childers also wanted to know if the room could accommodate more than 20 round tables for attendees. Helen Smith will contact Kari Souder at Crossroad to answer these questions and email the information to Mr. Childers.

- **Advertising – Chip Guy, the County’s Communications Director, had intended to send out a press release regarding the conference on April 15th, but the newspapers probably would not get it in time for that week’s edition. Jamie Magee sent him an email asking that the press release be moved up, so the release went out on Friday, April 12th.**

Scott Phillips has contacted the radio stations in Sussex County and placed information regarding the conference on Facebook.

Barbie McDaniel has been in touch with senior centers on the east side of the County, many churches in her area, all of the physicians she has recently visited for Delaware Hospice, home health agencies, hospitals, the Sussex County Health Coalition, some chambers of commerce and 55+ communities, and also placed information on Delaware Hospice’s Facebook page and on their calendar of events.

Linda Forte will take care of contacting the Lions Club of Rehoboth, Heritage Shores, and some of the senior centers on the west side of the County.

Larry Savage has contacted churches in his area.

Helen Smith sent a press release to Crossroad Community Church and contacted the Laurel Senior Center.

Antionette Johnson will reach out to the Nanticoke Senior Center and previously contacted the Modern Maturity Center in Dover.

- **Tables – Fran Smith, Barbie McDaniel, and Helen Smith will work on setting up the tables with tablecloths and table decorations beginning at 7:00 a.m. on May 9th (along with anyone else that is available since Linda Rogers has advised she cannot be there until 8:00 a.m.). Ms. Rogers has not yet found a bowl for the ducks to "swim" in, and Jamie Magee wondered if Crossroad would want water in the bowls; if not, the ducks will look lost on the big tables by themselves. Ms. McDaniel suggested fish bowls with blue "grass" in them to look like water. Antionette Johnson will call Ms. Rogers to check on the status of the bowls.**
- **Registration and Check-in – Scott Phillips advised that he intends to split the alphabet into thirds among Cathy Parker, Francine Shockley, and himself so they will not have to go through the entire list to find each registrant. He will also make large signs for the registration table to indicate the letters each person is handling.**
- **Will Childers will be purchasing stamps for the vendors to use to stamp the cards for door prizes and asked for names of printers on the east side of the County to contact. The number of stamps needed to qualify for a door prize was discussed. It was decided that an attendee must have 15 stamps to qualify for the drawings.**
- **Discussion was held as to how many extra people to allow in the event of walk-ins that did not register. Some people that registered may not show, so it was decided that ten percent of the final count on May 1st will be added for walk-ins.**
- **How to handle questions from the floor was also discussed. In her email, Amber Woodland said she did not have a preference as to how they are handled, but the schedule is tight and there will not be a lot of time for questions. Will Childers suggested placing two index cards in each folder and announcing that attendees should write their questions on the cards along with their name and email address or phone number. Those with questions that cannot be answered at the conference could then receive a call back or email from the appropriate speaker/panelist. Antionette Johnson will ask Susan Webb to order the index cards, and attendees will be advised to give their questions to any Subcommittee member with a name tag. Antionette Johnson will ask Susan Webb to make new name tags for Subcommittee members for identification purposes.**
- **Everyone is asked to review the conference program that Amber Woodland will be emailing and send any changes to Scott Phillips.**

Next Meeting

The next meeting of the Conference Planning Subcommittee will be held on Monday, May 20, 2019, at 11:30 a.m. at the Sussex County Administrative Offices West

Complex, 22215 North DuPont Boulevard, in Georgetown (following the regularly scheduled Advisory Committee meeting).

Adjourn

**A Motion was made by Linda Forte, seconded by Helen Smith, to adjourn at 12:18 p.m.
Motion Adopted by Voice Vote.**

Respectfully submitted,

**Helen Smith, Secretary
Advisory Committee on Aging & Adults with
Physical Disabilities for Sussex County**